

**Frederick County Ethics Commission**  
**Minutes for the Public Meeting of Wednesday, December 12, 2018**

Present: Stephen K. Hess, Chair  
Deidre R. Davidson, Commission Member  
Christopher D. Glass, Sr., Commission Member  
Deborah L. Lundahl, Commission Member  
Alan Shapiro, Commission Member  
Rev. Douglas P. Jones, Alternate Commission Member  
Linda B. Thall, Senior Assistant County Attorney

Absent: Ernest A. Heller, Vice-Chair  
M. Shane Canfield, Commission Member

The Frederick County Ethics Commission meeting started at 7:00 p.m. on December 12, 2018, in the Winchester Room on the 2<sup>nd</sup> floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

**Approval of the minutes** – The draft minutes from the November 14, 2018 meeting were emailed to the members before the meeting.

**MOTION:** Rev. Jones made a motion to approve the minutes. Mr. Shapiro seconded the motion, which was approved unanimously.

**Discussion of PowerPoint training document** – Mr. Hess distributed a list of items for the Commission to discuss before reviewing the specific wording of the PowerPoint and the members' suggested changes. Mr. Hess started with a discussion of the intended use of the PowerPoint document. This discussion focused on whether the document was intended to be used as a presentation tool or to be used by officials and employees to review on their own as part of the ethics training. The members also discussed the target audience for the PowerPoint and what information the Commission wanted the persons receiving the training to take away from the document. Ms. Davidson stated that the PowerPoint was created to allow employees to take the ethics training from their computers. Rev. Jones felt that the PowerPoint should be as detailed and inclusive as possible. Mr. Glass took the position that the County is responsible for deciding what type of training it wants to provide and that the PowerPoint could be shared as one of the available options. There may be a need for different types of training depending on the audience taking the training. Mr. Shapiro stated that the PowerPoint should be more detailed if the employee will be reviewing the PowerPoint independently, but that if the training is live with an audience, a less detailed document would be better. The members also provided their opinions on whether the Ethics Law brochure should be distributed as part of the training.

The members then turned to Mr. Shapiro's specific changes to the PowerPoint, which had been emailed to the members before the meeting. The proposed changes were discussed individually and the members agreed with all but one of the proposed changes.

**MOTION:** Mr. Shapiro made a motion to adopt the proposed edits with the exception of the change to page 9. The motion was seconded by Ms. Davidson and approved unanimously.

**Discussion of revisions to the financial disclosure forms for 2019** – The revised forms were distributed to the members in advance of the meeting. There was a short discussion of the changes and whether any member had any additional changes to the forms before they were approved. There were no additional changes.

**MOTION:** Rev. Jones made a motion to approve the forms as drafted. The motion was seconded by Mr. Shapiro and approved unanimously.

**Update on Commission member questions regarding the 2018 financial disclosure statements** – At the November meeting, the members identified questions about individual financial disclosure statements that required additional information and review. Before the December meeting, Mr. Shapiro emailed the members a list of questions about some of the disclosure forms he reviewed. Legal counsel provided information to the Commission about the status of the inquiries and individual responses to the members' questions. Additional updates will be provided as more information becomes available.

**Update on request for a meeting with the County Executive** – Mr. Hess advised the Commission members that a meeting with the County Executive was scheduled for January 29 to discuss the Commission's training recommendations. Mr. Hess asked which other members were available to attend the meeting. Ms. Davidson confirmed that she could attend the meeting. Mr. Shapiro and Ms. Lundahl also expressed interest in attending, if needed. The members also agreed that the PowerPoint should be provided to the County Executive before the meeting.

### **Adjournment**

**MOTION:** Rev. Jones made a motion to adjourn the meeting. The motion was seconded by Mr. Glass and approved unanimously.

The Ethics Commission adjourned its meeting at approximately 7:50 p.m.

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/s/  
Linda B. Thall, Senior Assistant County Attorney